



Reinvention: The Other Side of Uncertainty

*Module 6. Your Story, Your Life, Your Value:
Your Resume*






Reinvention: The Other Side of Uncertainty


Perseverance and persistence.
When you are dropped into an environment that challenges your stability and reality, there is no quitting. The only forces you can count on are your spirit, character and experience.
That's the great lesson that earns your place in the world.

Sebastian Copeland
Author, Explorer, Photographer



Job Search: Why Should I Create a Resume?

- Your resume is the only step in job hunting in which you have total control.
- Your resume is your personal marketing document.
- It provides your potential employer's first professional impression of you!



How Have Resumes Changed?

- *Resumes of the Past (5 years ago):*

A resume was a well written document that clearly outlines your skills, qualifications, and experience.

- *Resumes Today:*

A *powerful* resume is a focused marketing tool that sells your value to an organization.

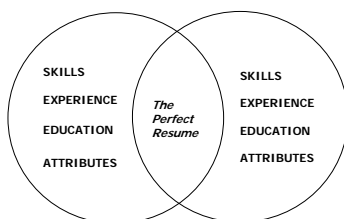
What You Offer Vs. What The Employer Wants

- People have a tendency to write resumes strictly from the "What I Offer" perspective. As a result, the wrong information, incomplete information, or irrelevant information is communicated.
- Prepare your resume with the organization's requirements in mind – *sell what they are buying!*
- Use your created list of your skills, experience, traits, and education and compare it to what the company is looking for.

What You Offer And What Employers Want To See


WHAT YOU HAVE TO OFFER

WHAT EMPLOYER WANTS TO SEE



Sections Of A Resume


- Contact Information
- Profile of Qualifications
- Professional Experience
- Education
- Affiliations
- Other



7

Activity: Elements of Effective Resumes

- See the “Elements of Effective Resumes” worksheet
- Instructions:
 - Use this form to identify the content of your resume.
 - Use any departmental documentation that identifies skills, knowledge or abilities for your existing position
 - Identify what you have learned from the position
 - Define the Skill Type: Examples: Technology/Computer Experience, Management / Supervision, Leadership, etc
 - Explore/document other industries that will appreciate/value these skills




8

Types Of Resumes

Keep in mind that you may need more than one type of resume, depending on what you want to highlight about your experience and skills

- Resume Formats:
 - Chronological
 - Functional
 - Targeted/Hybrid




9

Looking Ahead to Module 7

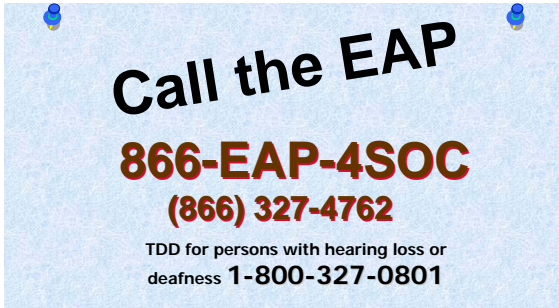
From “What Now ?” to “What’s Next!”: The Excitement of Reinvention


- Action Planning and Next Steps
- What is Your Action Plan?



10

Remember Your EAP





11

Resources

- CDCR Office of Employee Wellness
855-897-9822
- Your local Peer Support Team
- CDCR Layoff Resources website:
<http://www.cdcr.ca.gov/layoffresources/Index.html>
- EAP
- Other



12
